

## HMIS for IYHP

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**Extra Steps for IYHP programs to enroll clients** (after entering a client/household into HMIS Central intake and enrolling them in your IYHP program):

(Remember to add the type of degree being sought in the comments section under the question, “Currently in school or working on any degree or certificate?” in the Additional Client Profile)

**At Entry (1 extra step):**

You will need to go to the Additional Questions page to fill out the IYHP Entry questions:

In Profile Activity container:

1. Click on New
2. Verify the Consent/Prog Component/Milestone
3. In the Activity dropdown locate “IYHP Entry”
4. The date of Program Entry should be the same as “Start Date/Time” on this page

In Profile Questions container:

1. Verify that the IYHP Entry activity is selected in the grid above.
2. Navigate through to answer the questions regarding Self Sufficiency income and County served and services used by client.

The screenshot displays the HMIS (MT A Agency Admin) software interface. The top menu bar includes File, View, Report, Options, and Help. The address bar shows 'aes://services/client profile'. The main window is titled 'HMISLA' and contains a 'Navigator' pane on the left with a tree view of the system's structure. The 'Additional Questions' page is active, showing a form for 'Profile Activity' and 'Profile Questions'.

**Navigator:**

- Home
  - Central Intake
    - Easy Intake
    - HOH Intake
    - Household Statistics
    - Documents
    - Eligibility
    - Central Intake Search
  - Client Services
    - Program Entry
      - Case Plan
      - HPRP Lite
      - HPRP Standard
      - Services Provided
      - Additional Questions
      - Case Notes
      - Client Savings
      - Program Exit
      - Client Services Search
    - Group Services
      - Bed Inventory
      - Bed Assignments
      - Bed Management
      - Group Sessions and Auto-Sche

**Profile Activity:**

Buttons: New, Save, Delete

Activity: [Dropdown]

Consent: [Organization]

Prog Component: [IYHP]

Milestone: [Enroll]

Activity: [IYHP Entry]

Staff: [MTACatTrain]

Start Date/Time: [02/21/2010]

Units: [0.00] Min

Move to Milestone: [Dropdown] Move

**Profile Questions:**

Question List (1 of 3)

Question	Answer
Please record the monthly wage needed for this family/individual to be considered self sufficient:	
Please record the county that the client is being s	
Please list the services that are used by this client	

Buttons: Previous, Next, Save

Footer: First Name: IYHP Last Name: Review DOB: 10/21/1992 12:00:00 PM Consent: Organization

### At 12 month review (2 extra steps):

You will need to go to the Additional Questions page to fill out the IYHP 12 month review and Additional Client Profile questions.:

In Profile Activity container:

1. Click on New
2. Verify the Consent/Prog Component/Milestone
3. In the Activity dropdown locate "Additional Client Profile" (These are the yearly review data elements that HUD requires and will be similar to the Entry questions)
4. Set the date of the 12 month review as the "Start Date/Time"

In Profile Questions container:

1. Verify that the Additional Client Profile activity is selected in the grid above.
2. Navigate through to answer the questions.

HMIS-[MT A Agency Admin]
File View Report Options Help
Address: /services/client profile
Go
HMSLA
Additional Questions Program: MTAIYHP Client Name: IYHP Review 2076512

Home
Central Intake
Easy Intake
HOH Intake
Household Statistics
Documents
Eligibility
Central Intake Search
Client Services
Program Entry
Case Plan
HPRP Lite
HPRP Standard
Services Provided
Additional Questions
Case Notes
Client Savings
Program Exit
Client Services Search
Group Services
Bed Inventory
Bed Assignments
Bed Management
Group Sessions and Auto-Sche

First Name Last Name Identifier Clear Customer Search

New Save Delete

Consent Organization

Prog Component IYHP

Milestone Enroll

Activity Additional Client Profile

Staff MTACatTrain

Start Date/Time 02/21/2010

Units 0.00 Min

Activity Filter Refresh

Services (1 of 2)

Activity	ProgComponent	Milestone	
Additional Client	IYHP	Enroll	MT.
IYHP Entry	IYHP	Enroll	MT.

Profile Questions

Question List (1 of 30)

Question	Answer
Do you have a physical disability?	
If yes, are you currently receiving services or tr	
Do you have a developmental disability?	
If yes, are you currently receiving services or tr	
Chronic Health Condition	
If yes, are you currently receiving services or tr	
Have you been diagnosed with AIDS or have y	
If yes, are you currently receiving services or tr	
Do you feel that you have a mental health prob	

Previous Next Save

First Name: IYHP Last Name: Review DOB: 10/21/1992 12:00:00 PM Consent: Organization

In Profile Activity container:

1. Click on New
2. Verify the Consent/Prog Component/Milestone
3. In the Activity dropdown locate "IYHP 12 Month Review"
4. Set the date of the 12 month review as the "Start Date/Time"

In Profile Questions container:

1. Verify that the IYHP 12 Month Review activity is selected in the grid above.
2. Navigate through to answer the questions regarding ACLSA score increase, services used by client and self sufficiency.

The screenshot displays the HMIS (MTA Agency Admin) software interface. The top menu bar includes File, View, Report, Options, and Help. The address bar shows the URL: `aes://services/client profile`. The main window is divided into several sections:

- Navigator:** A tree view on the left side containing various options such as Home, Central Intake, Easy Intake, HOH Intake, Household Statistics, Documents, Eligibility, Central Intake Search, Client Services, Program Entry, Case Plan, HPRP Lite, HPRP Standard, Services Provided, Additional Questions, Case Notes, Client Savings, Program Exit, Client Services Search, Group Services, Bed Inventory, Bed Assignments, Bed Management, and Group Sessions and Auto-Sche.
- Profile Activity:** A section with a "New" button and a "Save" button. It contains a form with the following fields:
  - Consent: Organization (dropdown)
  - Prog Component: IYHP (dropdown)
  - Milestone: Enroll (dropdown)
  - Activity: IYHP 12 Month Review (dropdown)
  - Staff: MTACatTrain (dropdown)
  - Start Date/Time: 02/22/2010 (calendar)
  - Units: 0.00 Min
- Services (1 of 3):** A table showing a list of services with columns for Activity, ProgComponent, Milestone, and I.
- Profile Questions:** A section with a "Question List (1 of 3)" table. The table contains the following questions:
  - Please record the percentage of increase of ACLSA score:
  - Please record the percentage of i
  - Please list the services that are u
  - Please record the monthly wage

The bottom status bar displays the following information: FirstName: IYHP, LastName: Review, DOB: 10/21/1992 12:00:00 PM, Consent: Organization.

### At Exit (1 extra step):

You will need to go to the Additional Questions page to fill out the IYHP Exit questions prior to exiting the client from the program:

In Profile Activity container:

1. Click on New
2. Verify the Consent/Prog Component/Milestone
3. In the Activity dropdown locate "IYHP Exit"
4. The date of Program Entry should be the same as "Start Date/Time" on this page

In Profile Questions container:

1. Verify that the IYHP Exit activity is selected in the grid above.
2. Navigate through to answer the questions regarding ACLSA score increase, services used by client and self sufficiency.

The screenshot displays the HMIS (MT & Agency Admin) software interface. The top navigation bar includes a menu (File, View, Report, Options, Help) and a toolbar with various icons. The address bar shows the URL: `aes://services/client profile`. The main content area is divided into two primary sections: **Profile Activity** and **Profile Questions**.

**Profile Activity Section:**

- Consent:** Organization (dropdown)
- Prog Component:** IYHP (dropdown)
- Milestone:** Enroll (dropdown)
- Activity:** IYHP Exit (dropdown)
- Staff:** MTACatTrain (dropdown)
- Start Date/Time:** 02/23/2010 (calendar icon)
- Units:** 0.00 (input field)
- Services (1 of 4):** A table listing activities, program components, milestones, and statuses.

Activity	ProgComponent	Milestone	
IYHP Exit	IYHP	Enroll	MT.
IYHP 12 Month R	IYHP	Enroll	MT.
Additional Client	IYHP	Enroll	MT.
IYHP Entry	IYHP	Enroll	MT.

**Profile Questions Section:**

- Question List (1 of 3):** A table listing questions and their answers.

Question	Answer
Please record the percentage of increase of ACLSA score:	
Please list the services that are used by this c	
Please record the monthly wage needed for t	

The interface also includes a left-hand **Navigator** pane with a tree view of the application's structure, including sections like Central Intake, Client Services, and Group Services. The bottom status bar displays client information: `FirstName: IYHP LastName: Review DOB: 10/21/1992 12:00:00 PM Consent: Organization`.

## At 6 month follow up:

6 months after a client has been exited from and IYHP program there is a follow up done to determine housing status:

1. Locate the client in the Client Services Search under Client Services.
  - a. Choose "Active" = No
  - b. Choose "Program" = Your IYHP program
  - c. The first 2 steps will show you all exited clients; you may enter your clients First and/or Last name to narrow down your search further if you have a large number of exited clients.

HMIS- (MTA Agency Admin)

File View Report Options Help

Address: aes://services/isting

Client Services Search | Program: MTAIYHP | Client Name: Cory Bermuda 12A

Active: No | Program: MTAIYHP | Search

Search Sets:

Customer Listing (1 of 5)

Active	Program	ProgramDate	DateOfBirth	FirstName	LastName	EndDate
No	MTAIYHP	02/04/2010	12/19/1976	Cory	Bermuda	02/04/2010
No	MTAIYHP	02/04/2010	10/12/1977	Kellie	Bermuda	02/04/2010
No	MTAIYHP	02/04/2010	07/06/2008	Paul	Bermuda	02/04/2010
No	MTAIYHP	08/01/2008	12/11/1992	IYHP	Followup	09/01/2009
No	MTAIYHP	07/09/2009	12/12/1977	Mountain	Green	02/09/2010

FirstName: Cory | LastName: Bermuda | DOB: 12/19/1976 12:00:00 PM | Consent: Organization

- a. Click on the Follow Up button in the upper right.

HMISLA (MT & Agency Admin)

File View Report Options Help

Address: aes://services/exit program

HMISLA

Program Exit Program: MTAIYHP Client Name: IYHP Followup 2076513

Navigator

- Home
- Central Intake
  - Easy Intake
  - HOH Intake
  - Household Statistics
  - Documents
  - Eligibility
  - Central Intake Search
- Client Services
  - Program Entry
  - Case Plan
  - HPRP Lite
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First Name: IYHP Last Name: Followup DOB: 12/11/1992 12:00:00 PM Consent: Organization

3. In Follow-up Activity container:
  - a. Click on New
  - b. Verify the Consent/Prog Component/Milestone
  - c. In the Activity dropdown locate "IYHP Follow Up"
  - d. Set the follow up date as the "Start Date/Time"
4. In Follow-up Questions container:
  - a. Verify that the IYHP Follow up activity is selected in the grid above.
  - b. Answer the current housing status question.

The screenshot displays the HMIS-MT A Agency Admin interface. The window title is "HMIS-[MT A AgencyAdmin]". The interface is divided into two main sections: "Follow-up Activity" and "Follow-up Questions".

**Follow-up Activity Section:**

- Buttons: New, Save, Delete.
- Activity dropdown: IYHP Follow Up.
- Consent dropdown: Organization.
- Prog Component dropdown: IYHP.
- Milestone dropdown: Enroll.
- Staff dropdown: MTACatTrain.
- Start Date/Time: 02/22/2010.
- Units: 0 Min.

**Services {1 of 1} Table:**

Activity	ProgramComponent	MilestoneTitle
IYHP Follow Up	IYHP	Enroll

**Follow-up Questions Section:**

- Question: What is your current housing status?
- Answer: (Empty text box)
- Comments: (Empty text box)

**Question List {1 of 1} Table:**

Question	Answer
What is your current housing status?	

Navigation buttons at the bottom: Previous, Next, Save, Refresh, Required, Close.